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64-6796/1

28 October 1964

**MEMORANDUM FOR:** Deputy Director for Support**SUBJECT** : Inspector General's report of survey of the  
Office of Personnel**REFERENCE** : DD/S Memorandum to DDCI 5 October 1964,  
same subject

1. I have read with interest the response to the IG survey of the Office of Personnel. I have a few comments which I believe might be useful in following through on the action on this survey. With regard to Recommendation No. 2 in which the IG suggests the Director of Personnel review clerical requirements in all components, it is my impression that the response is not directly to the point, or perhaps I see something in addition to what the inspectors saw. It is my suggestion that the Office of Personnel look behind clerical requirements, old as well as new, to insure that the requirement is justified. I am not at all sure in my mind that we make the most efficient and complete utilization of our clerical personnel, and I think careful analysis might reduce the requirements.

2. The response to Recommendation No. 8, in which it is suggested that the DD/S give priority to developing a cadre of trained and qualified administrative assistants, makes the comment that there are many positions in the Clandestine Services carrying the title Administrative Officer or Assistant which are in fact "senior stenographic and secretarial positions rather than junior professional Support positions." If this indeed is true, then I think steps should be taken to change the situation and to prevent this type of false positions title.

3. The response to Recommendation No. 9 on personnel counseling makes the comment that the counselling facilities are in being but not widely known. It doesn't say what is being done to make the knowledge of these counselling services widely known, and inasmuch as I

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agree that we have good counselling services I would urge that a campaign be undertaken to expand knowledge of their existence.

4. Finally, in the comment on Recommendation No. 12 the statement is made that the regulations on hours of work were delayed pending a determination of Agency policy about overtime. I am exceedingly concerned about our overtime policy and feel that we should immediately get a consistent Agency-wide policy which we are certain is in keeping with the Government system and can be supported both to the Bureau of the Budget and to the Congress. Would you take the necessary steps to expedite this and let's not coordinate it through the usual laborious and time-consuming system, but handle it at the highest levels directly.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
**Executive Director**

LBK:rcr

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